

**MINUTES OF POLICE AND FIRE COMMISSION
MEETING OF MARCH 16, 2021**

7:30 a.m.

Virtual Meeting via Webex

MEMBERS PRESENT: Dan Kincaid, Stephanie Finn, Disa Wahlstrand, Selika Ducksworth-Lawton, Kimberly Cronk

STAFF PRESENT: Police Chief Matt Rokus
Fire Chief Chris Bell
Police Deputy Chief Chad Hoyord
Police Deputy Chief Derek Thomas
Police Lieutenant Ben Frederick
Human Resources Director Victoria Seltun

The Commission convened in open session at 7:32 a.m. Meeting was called to order by President Daniel Kincaid. President Kincaid asked if there were any corrections or additions to the minutes of the Police and Fire Commission meetings held on January 21st, 2021. No corrections or additions were noted, and the minutes stand approved as circulated.

Chief Bell provided a personnel update. Since the last meeting there is one new opening in the department due to a resignation. The seven newest hires for the department have completed training are now starting to work their shifts. In addition to the new hires, there is another applicant who will be given a conditional offer and hired when he completes his paramedic training, which was put on hold due to COVID-19. There are currently two more sworn vacancies within the department. Chief Bell plans to bring proposed changes to the hiring process at a future meeting.

Commissioner Ducksworth-Lawton joined the meeting at 7:34 a.m.

Chief Bell also provided an operational update. The Fire Department has submitted a 5-year CIP Budget for fire station repairs and expansion. Station 6 is being considered for expansion to a five-person station, the desire is that design would start this year and construction would begin in 2022. This station is currently a 3-person combination station. The other large CIP project is a new fire station 2 to be built in 2025-2026. This station would potentially be moved closer to Mayo hospital to improve response times within certain areas of the city.

Chief Rokus provided a personnel update. The department is in the process of hiring one new officer off of the current eligibility list, set to be replaced today. The eligibility list is now exhausted. The department has had one resignation since the last meeting which puts the department at 6 sworn vacancies, with 2 additional vacancies expected this spring.

Chief Rokus discussed the Sergeant vacancy, which has been intentionally held vacant for eight months due to staffing levels, and gave a brief overview of the position. Chief Rokus

recommended Officer Benjamin Wutschke for promotion to Police Sergeant. Discussion was held. Commissioner Ducksworth-Lawton made a motion, seconded by Commissioner Finn, and passed unanimously, to approve the promotion of Officer Benjamin Wutschke to Police Sergeant, effective April 5th, 2021.

Chief Rokus also provided an operational update. Staff recently completed a 20-hour training on ICAT (Integrating Communications, Assessment, and Tactics), which instructs officers on de-escalation techniques. The department will be doing some community outreach on their efforts and will be incorporating additional training into their standard quarterly training. New officers will also receive training when they are hired. The department is still working on the body worn cameras and are planning on having things finalized by the second half of the year.

At 7:50 a.m., motion was made by Commissioner Wahlstrand, seconded by Commissioner Ducksworth-Lawton, and passed by unanimous roll call vote to go into closed session to conduct interviews of police officer candidates.

At 10:53 a.m., motion was made by Commissioner Wahlstrand, seconded by Commissioner Finn, and passed unanimously to move into open session.

Commissioner Ducksworth-Lawton left the meeting at 10:54 a.m.

Based on the discussion held and interviews conducted in closed session, a police officer eligibility list was created. Motion was made by Commissioner Cronk, seconded by Commissioner Wahlstrand and passed unanimously, to adopt the new eligibility list, which shall replace the previous list and remain in effect until replaced by the Commission.

President Kincaid asked if there are any future agenda items. None were noted at this time.

Motion was made by Commissioner Cronk to adjourn the meeting, seconded by Commissioner Finn, and the meeting was adjourned at 10:59 a.m.

The next regularly-scheduled Police and Fire Commission meeting is May 20, 2021.

Minutes recorded by Kelly Shea, Police and Fire Commission Secretary.